



Detailed - ToR

THE INDIAN SILK EXPORT PROMOTION COUNCIL

TERMS OF REFERENCE OF TENDER NOTICE (TN) FOR INDIA INTERNATIONAL SILK FAIR & RBSM 16-18 OCTOBER, 2018 AT NEW DELHI.

About The Indian Silk Export Promotion Council

The Indian Silk Export Promotion Council (ISEPC), registered under Companies Act, 1956 in the year 1983 and sponsored by the Ministry of Textiles to support, protect, maintain, increase and promote the export of silk and silk products such as garments, made-ups furnishing and floor covering.

Requirement:

The Indian Silk Export Promotion Council is intending to organize an **India International Silk Fair cum RBSM from 16-18 October, 2018 in Hall No 12, Pragati Maidan, ITPO New Delhi** which is 6th in the series and for which Tender Notice was published in Business Standard on 15th June 2018 calling for sealed Technical and Financial bids separately for the under mentioned jobs specifications by 3:00 pm on 25th June 2018:-

1. Bid for providing Fabrication/Furniture designing/ display Accessories and Logistic support.

Around 120 stands in different sizes of 9 sq mtr or multiple thereof in an area of 1000 sq mtr. are to be erected on octronum system with provision of:-

- i. Providing 3 side walls of 7 ft. white board panels.
- ii. Standard fascia for each stand with numbers and name of exhibitors and branding of Council.
- iii. One table, 3 chairs, 5 LED lights, 1 power point, 18 mtr. running road fixed on the panels or 4 wire mesh or 18 mtr shelves, 1 waste paper basket, inside carpeting for a standard stand of 9 sq mtr.
- iv. Carpeting in aisles/passage.
- v. Construction of buyers/VIP lounge with furniture, fixtures i.e. chairs, sofas, tables.
- vi. Construction of registration counters for registration of buyers/visitors/exhibitors/help desk.
- vii. Construction of cafeteria for VIPs/Buyers/Exhibitors.

- viii. Installation of hoardings/banners/buntings and preparation of welcome gate at the arrival at Hall at main entry point of Pragati Maidan along with designs thereof.
- ix. Installing wi-fi connection at the fair venue on all fair days including barcoding of movement of buyers.
- x. The Bidder must also give charges for additional items to be requisitioned by the participants on payment basis and the rates will be approved by the Committee but will not be subject to bid.
- xi. To provide logistic support to the Council in organizing RBSM, B2B Networking meet, Registration of buyers/Visitors/Exhibitors.
- xii. To obtain necessary approval/passes including permits from ITPO for movement of buyers/visitors/exhibitors and transportation of exhibitor's goods from main gate to the fair venue and vice-versa.
- xiii. Movement of cars/vehicles for ferrying within fair ground for picking up and dropping of visitors/exhibitors from main gate to the fair venue and vice-versa.
- xiv. Maintaining Registration Desk for registration of exhibitors/visitors and buyers and maintaining data thereof.
- xv. Issuing badges for the buyers/visitors/exhibitors.
- xvi. Handling buyers transportation from hotel to fair venue and vice-versa.
- xvii. Providing necessary staff, hostesses coordinators and visitors.
- xviii. Maintaining buyers lounge, cafeteria and canteen for providing tea/coffee/snacks and lunch to the VIPs and Buyers.
- xix. To provide two packed lunch (Vegetarian) for each exhibitor having a stand of 9 sq mtr and additional on pro-rata of space basis during fair days.
- xx. To provide transportation to take buyers and exhibitors for the B2B Networking Meeting and get-together on 2 days organized by the Council in Hotel.
- xxi. To provide any additional services requisitioned by the management in connection with the events at fair venue or at B2B Networking meeting venue.
- xxii. Movement of buyer between Pragati Maidan and Greater Noida Handicraft Fair. There shall be 3 mini bus and 4 taxies to run between 2 fairs.
- xxiii. Help Desk at Hotel to manage movement of buyers to & fro airport and fair ground.

Note: Incase some exhibitor wants to have an exclusive designer stand, the separate cost to be charged per sq mtr or per stand may be mentioned by providing some designs of exclusive designer stand for perusal of the Committee.

Eligibility and Terms and Conditions:

1. The Bidder must be a registered company of repute having experienced and undertaken atleast 5 textiles/garment fairs of International standard in India in the past.
2. The Bidder must conform to standard ITPO norms and must meet the requirement of the Council.
3. The fabricator will be provided a time of 1 and half day for construction and completion in all respect and undertake to handover the possession to the exhibitors latest by **2:00 pm on 15th October 2018.**
4. The Bidder should have to mobilize atleast 50 exhibitors who are registered exporters related to the textile sector preferably Silk and Silk blend textiles and having IEC and PAN Number on their own and take the responsibility of collecting participation charges and fulfilling the criteria laid down for a participant by the ISEPC.
5. The Bidder should have to mobilize atleast 35 overseas buyers of Textiles from developed countries as defined under MAI Guidelines of the Department of Commerce Items preferably Silk from developed countries on their own for which Council will provide necessary invitation letters, if required.
6. The Bidder must provide an earnest money which will be refunded after successful execution of the job along with financial bid.

The Management Committee if feels that the Bidder is not able to meet the above terms and conditions or feel the bidder incompetent to execute the job, it has the power to reject the bidder on technical ground without assigning any reason thereof. The Management also has the right to impose penalty for non fulfillment of conditions upto 50% of the value of the tender.

2. Market Promotion of the Fair.

The job of general marketing and promotion of the fair in India and Abroad which include designing, printing, publishing brochure/posters/mailers and publicity for mobilizing participation of exhibitors and mobilizing visit of overseas buyers as specified in the newspaper advertisement. Designing of advertisement within India and Abroad is a part of job. The job also include obtaining necessary approvals/no objections from the statutory authorities for organizing fair, putting hoardings, setting up help desk, standees in hotels or at other designated place for promotion of the fair. Management can ask for advertisement suited to its need or additional cost as quoted in Tender.

Eligibility and Terms and Conditions:

1. The Bidder must be a registered company of repute having experienced and undertaken atleast 5 textiles/garment fairs of International standard in India in the past.

2. The Bidder must conform to standard ITPO norms and must meet the requirement of the Council.
3. The Bidder must coordinate with other Vendors for executing the jobs as well as meet out the requirement of Empowered Committee/Agency appointed by the Council for overseeing the requirement of promotion and marketing of fair.
4. The Bidder should have to mobilize atleast 20 exhibitors who are registered exporters related to the textile sector preferably Silk and Silk blend textiles and having IEC and PAN Number on their own and take the responsibility of collecting participation charges and fulfilling the criteria laid down for a participant by the ISEPC.
5. The Bidder should have to mobilize atleast 60 overseas buyers of Textiles (40 from under developed countries and 20 from developed countries) as defined under MAI Guidelines of the Department of Commerce Items preferably Silk from developed countries on their own for which Council will provide necessary invitation letters, if required.
6. The Bidder must provide an earnest money with the financial bid which will be refunded after successful execution of the job along with financial bid.

Note: The Management Committee if feels that the Bidder is not able to meet the above terms and conditions or feel the bidder incompetent to execute the job, it has the power to reject the bidder on technical ground without assigning any reason thereof. The Management also has the right to impose penalty for non fulfillment of conditions upto 50% of the value of the tender.

3. PR Services:

- To provide logistic support to ISEPC for Handling of overseas buyers:
- To provide logistic support to pick up/drop of buyers from airport to hotel and transportation from hotel to fair venue and vice-versa.
- To provide support including handling/completion of required documentation for payment reimbursement to buyers under MAI Guidelines.
- To provide transportation/logistic support of buyers from other concurring fairs/exhibitions in and around NCR to the fair venue and vice-versa.
- To provide logistic support for organizing inaugural Ceremony, B2B Networking meet and any other event during the fair.
- To take photographic and video coverage of the fair as well as all other related events and provide copies in CDs/Pen Drive and Album.

- To prepare full report of the fair including list of customers/buyers for presentation to the MOT/DOC and should be accompanied with audio/video clipping.

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5. The Bidder must provide an earnest money with the financial bid which will be refunded after successful execution of the job along with financial bid.

Note: The Management Committee if feels that the Bidder is not able to meet the above terms and conditions or feel the bidder incompetent to execute the job, it has the power to reject the bidder on technical ground without assigning any reason thereof. The Management also has the right to impose penalty for non fulfillment of conditions upto 50% of the value of the tender.

The Technical Bids shall be opened by the Committee in presence of the Bidders on 26th June 2018 at 12:00 Noon at 1302-04, Ansal Tower, 38 Nehru Place, New Delhi-110019. No separate notice for opening bids shall be informed to the Bidders. The Financial bids will be opened only on qualifying Technical Bids by the Bidder. The Non-qualified bidders of Technical Bids shall be returned their Financial Bids without opening along with the deposit given by them. The Bidder can provide proof of experience or competence in the form of documents/photographs/CDs etc.

The Financial Bids must accompany the earnest money of Rs. 50000/- by Bank Guarantee/Demand Draft in favour of **The Indian Silk Export Promotion Council** in separate sealed cover and the rates should be item wise specifying the taxes leviable, if any.

The Management of the ISEPC has the right to reject the Bidder without disclosing any reason thereof.